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DEPARTMENT OF LABOR AND EMPLOYMENT  
DIVISION OF OIL AND PUBLIC SAFETY  
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## **MEMORANDUM**

**Date:** February 28, 2011  
**Subject:** Conveyance Registration and Annual Inspections  
**To:** Owners of conveyances located in Colorado

The Elevator and Escalator Certification Act (the Act) was passed in 2007 and became effective on January 1, 2008. The implementing agency for the Act is the Division of Oil and Public Safety (OPS).

The Act states that all existing conveyances must be registered (one-time event) with the OPS by August 1, 2008, and all conveyances installed after July 1, 2008 must be registered prior to being placed into service. The Conveyance Registration Notification form can be found on the OPS website a [www.colorado.gov/cdle/ops](http://www.colorado.gov/cdle/ops) under the Division of Oil and Public Safety, *Conveyance Section* link. This completed form and a fee payment of \$200.00 per conveyance should be mailed to:

Colorado Department of Labor and Employment  
Division of Oil and Public Safety  
Conveyance Section  
633 17<sup>th</sup> Street, Suite 500  
Denver, CO 80202-3660

The conveyance owner is also responsible to arrange for an annual inspection of their conveyances by a licensed 3<sup>rd</sup>-party inspector. If the conveyance is located within the area of an Approved Authority Having Jurisdiction (AHJ), the jurisdiction's inspectors or jurisdiction- contracted inspectors will conduct these inspections. If the conveyance is not located within the area of an Approved AHJ, the owner must arrange for the inspection with a private licensed inspector. Lists of approved AHJs and licensed 3<sup>rd</sup>-party inspectors, as well as procedures are posted on the OPS website listed above.

If you have any questions regarding the registration and inspection of your conveyances, please contact the Conveyance Section staff listed below:

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